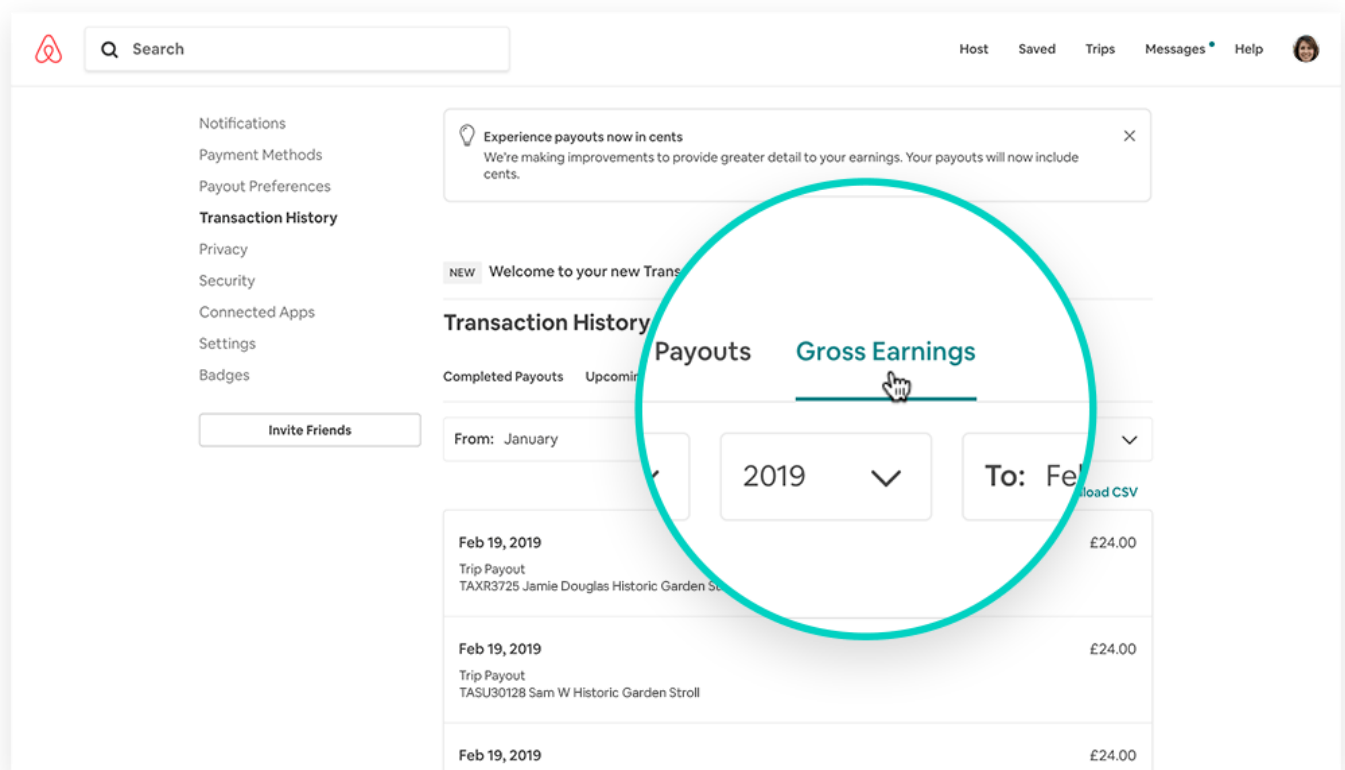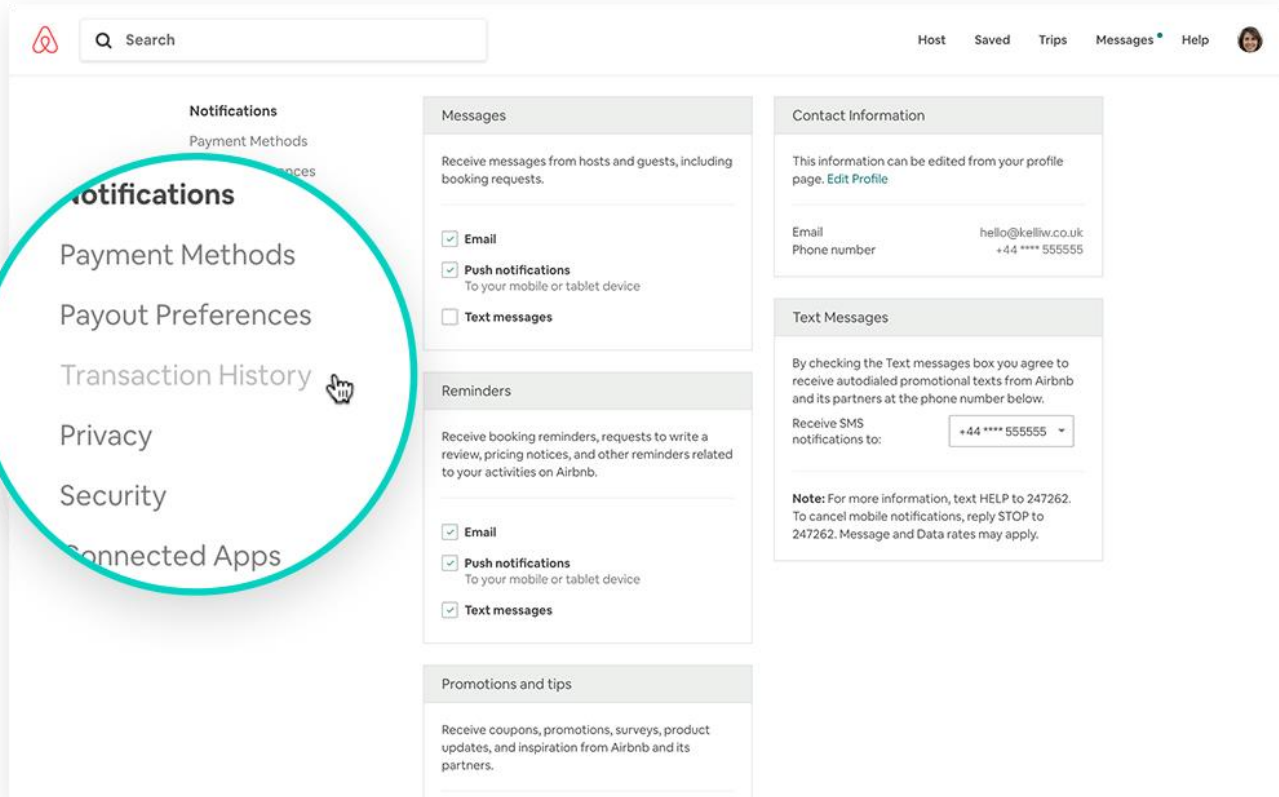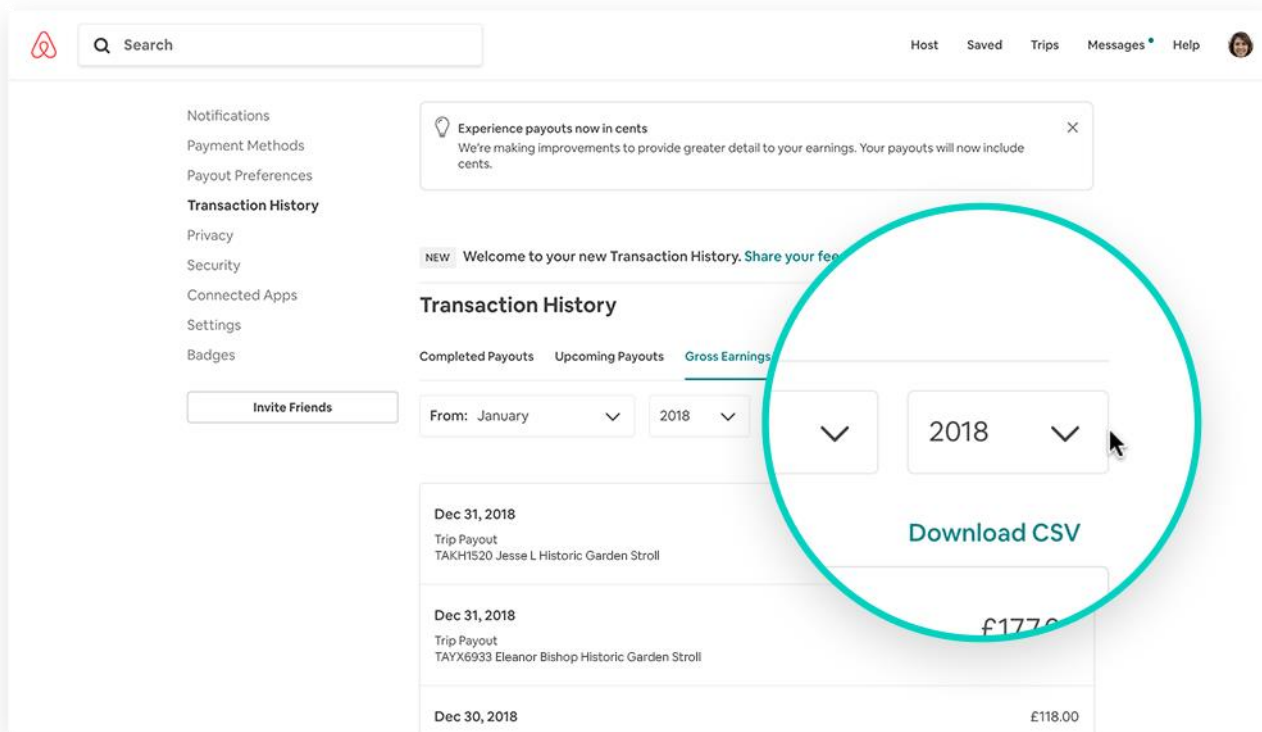- Log In to Airbnb Dashboard as a Host

- At the top of the page locate and click on drop down "Menu" (note this used to say "Performance"

- Locate and click Transaction History

- Click on Gross Earnings (far right – see example images below)

- Enter dates (enter your date range for the Quarter/Month you are working in)

- Download CSV file

- Sort by Column "B", keep only the "Reservations" and delete "Payout" and "Resolution Payout" if present

- Sum column "E" to get your total nights rented and column "O" to get your Total Gross Earnings in the Quarter / Month

- Check Gross Earnings In Column "O" Compared To Occupancy Tax In Column "P"

- Example: Multiply Gross Earnings $461.00 X 9.5% (8% county 1.5% State) = $43.80

- You can choose to enter a formula in a blank column or check each row individually

- As of July 1, 2020 the state reduced their rate to 1.5% **** so if you're working on older filings, the rate for bookings prior to July 1st 2020 was originally 9.8% (Deschutes County 8% & State of Oregon 1.8%)

- You can add a formula in Adjacent Column "Q" as a check / balance on the Occupancy Tax amount remitted by Airbnb

- Sometimes they accidently pay the city or don't pay the tax – please review to make sure your occupancy tax being submitted to Deschutes County is correct

  - Helpful Link for **"Professional Hosting Tools"** to explore on your own

  - Visual example on the next few pages

Top screen

Notifications
Payment Methods

Notifications

Payment Methods

Payout Preferences

Transaction History

Privacy

Security

Connected Apps

Messages

Receive messages from hosts and guests, including booking requests.

☑ Email
☑ Push notifications
To your mobile or tablet device
☐ Text messages

Reminders

Receive booking reminders, requests to write a review, pricing notices, and other reminders related to your activities on Airbnb.

☑ Email
☑ Push notifications
To your mobile or tablet device
☑ Text messages

Promotions and tips

Receive coupons, promotions, surveys, product updates, and inspiration from Airbnb and its partners.

Contact Information

This information can be edited from your profile page. Edit Profile

Email   hello@kelliw.co.uk
Phone number   +44 **** 555555

Text Messages

By checking the Text messages box you agree to receive autodialed promotional texts from Airbnb and its partners at the phone number below.

Receive SMS notifications to: +44 **** 555555 ▼

Note: For more information, text HELP to 247262. To cancel mobile notifications, reply STOP to 247262. Message and Data rates may apply.

Bottom screen

Notifications
Payment Methods
Payout Preferences
Transaction History
Privacy
Security
Connected Apps
Settings
Badges

Invite Friends

💡 Experience payouts now in cents
We're making improvements to provide greater detail to your earnings. Your payouts will now include cents.   ✕

NEW   Welcome to your new Trans

Transaction History

Completed Payouts   Upcomin

Payouts   Gross Earnings

From: January

2019 ▼   To: Fel
                                                    load CSV

Feb 19, 2019   £24.00
Trip Payout
TAXR3725 Jamie Douglas Historic Garden S

Feb 19, 2019   £24.00
Trip Payout
TASU30128 Sam W Historic Garden Stroll

Feb 19, 2019   £24.00

Type	Start Date	Nights	Guest	Listing	Amount	Paid Out	Host Fee	Cleaning Fee	Gross Earnings	Occupancy Tax	Formula	Rate	Notes
Payout						512.16							
Payout						679	DELETE THESE ROWS						
Payout						13.8							
Reservation	9/25/2020	3	EMP	Deschutes Count	447.17		13.83	100	461.00	43.80	43.80	9.50%	New Bookings July 1st 2020 Fwd.
Reservation	7/25/2020	5	EMP	Deschutes Count	679.97		21.03	100	701.00	68.70	68.70	9.80%	Old Bookings prior to July 1st 2020
Reservation	7/17/2020	7	EMP	Deschutes Count	980.96		30.34	100	1,011.30	91.11	91.02	9.00%	Discrepancy - Contact Airbnb
Reservation	7/9/2020	3	EMP	Deschutes Count	512.16		15.84	100	528.00	51.74	51.74	9.80%	Old Bookings prior to July 1st 2020
Reservation	7/2/2020	5	EMP	Deschutes Count	679		21	100	700.00	68.60	68.60	9.80%	Old Bookings prior to July 1st 2020
		23							3,401.30				

You report "Total Nights Rented" as 23 and "Total Gross Earnings" for a QTR 3 as $3,401.30